File : Privacy

OJCS 571-76
19 March 1976

STATINTL
STATINTL

MEMORANDUM FOR: ███████████████ OP/FOIO

FROM : ███████████████
FOIO, Office of Joint Computer Support

SUBJECT : OJCS Files on American Citizens

1. The attached listing and description of files on American citizens maintained by OJCS is accurate and current. These files were reported in the Federal Register under the Privacy Act in September 1975. They are Category 1 Files -- Administrative, control and accounting records on those who have or have had an employment (including contractors and detailees) or working relationships with the Agency.

2. OJCS plans to continue maintaining these files as necessary to the management of the Office.

/S/

███████████████   STATINTL

Attachment:
  a/s

Distribution:
  0 - adse (5E-13, Hq.)
  1 - OJCS Registry
  2 - O/D/OJCS

STATINTL

O/D/OJCS/████████:ee/3-19-76

Administrative - Internal Use Only

Originator	Title	Description	Comments
DDA/OJCS	Applications Division Tracking System	Hours expended by Agency and contract employees on various computer projects. A management system.	
DDA/OJCS	Computer Access File	A machine listing of employees and contractors and the computer systems to which they are authorized access. A control mechanism.	
DDA/OJCS	Training and Skills Inventory	Training received by Agency and contract personnel in EDP skills. A management tool to plan future training.	

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$H \, a \, s$ 5 MAR 1976 $OJCS$

MEMORANDUM FOR: Members, Working Group on Files on Americans

SUBJECT   : Status Report/Data Collection Requirements

     .1. The Working Group was established pursuant to Management
Committee approval of an IG recommendation (Tab A) that the Agency
take·· a coordinated approach in developing maintenance and purge
criteria for files on American citizens. In the several meetings
to date, the Working Group has identified CIA file holdings on American
citizens from those listed in the Federal Register of Privacy Act interest
and those listed in a report prepared for Congressional investigating
committees. The Working Group has categorized identified files as
follows (Tab B):

        Category 1 - Administrative, control and accounting
                records on those who have or have had an
                employment (including contractors and
                detailees) or working relationship with
                the Agency.

        Category 2 - Inactive (i.e., no current input or
                maintenance) files on American (non-
                employee) citizens.

        Category 3 - Active (i.e., there is current and planned
                future input and maintenance) files on
                American (non-employee) citizens.

     2. The Working Group has determined that those files in Category 1
are maintained for required management record keeping purposes and are
not subject to questions of impropriety. The Information Systems Analysis
Staff (ISAS) is currently working with the National Archives and Records
Service (NARS) to validate previously established Records Control Schedules
for these files. The Working Group will incorporate the results of the
ISAS/NARS effort in its final report.

     3. Some files listed in Category 2 may be of continuing retention
interest for historical or other purposes; others are probably of no
further retention interest. Some files in this category do raise questions
of propriety in relation to the Agency's charter responsibilities. The
Working Group needs information on these files from originating components

on whether they are of continuing interest, what are future retirement
and destruction plans and if retention is necessary, what is the
justification. Components should provide the information listed under STATINTL
Tab C. Components should contact ███████████████████████ regarding
legal issues which may affect destruction decisions.

    4. Files in Category 3 are of continuing maintenance and retrieval
interest. They are required to support CIA's foreign intelligence, counter-
intelligence, security, research and reference and recruitment requirements.
From the Agency's point of view, these files raise no questions of pro-
priety, but some information entered in some of these files in the past
would probably not be included today under current selection criteria.
The Working Group needs information on these files from originating
components as to how they are used, who can use them, under what criteria
do we include people and what do we enter into the file about them. The
required information is listed in Tab D. File managers should be instructed
that we are not interested in what criteria were used in the past. We
are interested in current and future criteria. Criteria established now
will guide future purges of material that was of questionable inclusion
in the past.

    5. When contacting components to obtain data on the files listed
in Tab B, please ask them to identify any other files which have not
been brought to the Working Group's attention.

    6. As agreed at our last meeting, this data collection task should
be completed by 1 April 1975.

/s/

STATINTL

████████████████

Chairman, Working Group
on Files on Americans

2 4 NOV 1975

MEMORANDUM FOR: Secretary, CIA Management Committee

SUBJECT : Files on American Citizens

Action Requested:

1. Establish an intra-Agency working group to formulate guidelines and procedures for the maintenance of files on American citizens.

Background:

2. The Agency must formulate new guidelines for maintaining files on American citizens in response to investigative revelations that the content of some current files is not in accord with CIA charter responsibilities. The file issue has several facets, i.e., who should maintain what files, which American citizens are appropriate file subjects, what material should be entered in such files and how long should it be maintained. Sizable files on American citizens are maintained by several components (OS, OP, DDO) to satisfy different functional needs, i.e., sources of foreign intelligence, counterintelligence interest, security interest, applicants for employment, etc. It is anticipated that the organizations who currently maintain files on American citizens will initiate a purge of those files following the completion of the congressional investigations to rid them of dossiers of no further interest and to purge superfluous materials from dossiers of continuing interest.

Staff Position:

3. We believe that a coordinated approach should be taken to developing new file guidelines and purge criteria. We do not propose that a single set of guidelines can be applied to every file but if we do not take a coordinated approach, different components may develop different rationales and undesirable inconsistencies will result. In addition, an overall rather than component approach to this task will provide results which are more meaningful to Agency management and various oversight bodies.

MCM-137

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SUBJECT: Files on American Citizens

Recommendation:

4. That an intra-Agency working group be established, with representatives from components which maintain files on American citizens, to develop a coordinated set of file maintenance and purge criteria. A member of the Office of General Counsel should participate in this effort. My office will also provide any desired assistance.

STATINTL

Donald F. Chamberlain
Inspector General

APPROVED:_____   DATE:_____

DISAPPROVED:_____   DATE:_____

cc: Management Committee Members

CIA FILES ON AMERICAN CITIZENS

CATEGORY 1 (Employees)

Administrative, control and accounting records on current and former staff and contract employees, independent contractors, consultants, detailees, and in some cases dependents of Agency employees. Several files in this category contain administrative records on employees of other Government agencies with whom CIA maintains liaison and working relationships.

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